



National Aeronautics and  
Space Administration

**John C. Stennis Space Center**  
Stennis Space Center, MS 39529-6000

**SPD 5100.1 Rev. B**  
**October 2004**

## **COMPLIANCE IS MANDATORY**

### **John C. Stennis Space Center Policy for Ordering of Materials and Support Services at Stennis Space Center**

Stennis Policy Directive	SPD 5100.1	B
	<i>Number</i>	<i>Rev.</i>
	Effective Date: October 25, 2004	
	Expiration Date: September 9, 2008	
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Responsible Office: Center Operations Directorate		
<b>SUBJECT: Policy for Ordering of Materials and Support Services at Stennis Space Center</b>		

## Document History Log

Status/Change/ Revision	Change Date	Originator/Phone	Description
Basic	10/12/2001	Dana Matherly, X8-2999	Initial Release. Document number and format revised to reflect new SSC format and numbering requirements. Supersedes SPD 8530.1E.
A	6/15/2003	Dana Matherly X 8-2999	a. Add resident agency support contractors as SRS users b. Add critical services d. Add use of SRS for MR e. Add IFM for NASA direct procurements f. Add use of ODIN for IT g. Editorial corrections
B	10/18/2004	Center Operations Directorate	Revalidated per NASA rules review.

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## 1. POLICY

a. NASA/SSC provides a full range of materials and services to NASA and to SSC tenant organizations to meet their mission needs. Those materials and services to meet requirements will be provided in accordance with the following:

(1) NASA direct procurements: Requests for materials and services to be furnished as NASA direct procurements will be provided and processed through the NASA Integrated Financial Management (IFM) requisition system. Information regarding procurement through IFM is accessed from the SSC Internet Portal.

*Note: The IFM requisition system replaced SSC Form 132, Equipment Request for all NASA direct procurements effective June 23, 2003.*

(2) Information technology: Requests for information technology materials, equipment, and services available from NASA's ODIN contract will be provided and processed through the ODIN contract unless exempted by waiver. Information regarding procurement of information technology is accessed from the SSC Internet Portal.

(3) Support services, equipment and materials, and supplies: Requests for labor, materials and services provided by NASA support contractors will be provided and processed through the SSC Material and Work Ordering System's, Service Request System (SRS).

b. NASA/SSC will provide access to the SRS for acquisition of materials and services to authorized SRS users. Authorized users are:

(1) NASA/SSC and NASA/SSC contractors,

(2) Federal and State agency tenants resident at SSC, and their support contractors when authorized by the Agencies, and

(3) Other governmental, educational, public, and commercial organizations that have entered into a support agreement with NASA/SSC.

c. All non-NASA organizations that authorize their contractors to request materials and services are financially responsible directly to NASA for reimbursement and/or advance payment of all requests made by their contractors.

d. Authorized SRS users may request materials and support services consisting of any of the facility and technical capabilities maintained by NASA's support contractors. However, requested services must be lawful and ethical, within the scope of existing contracts, not create a potential embarrassment to NASA or the Federal Government and be compatible with all NASA and Federal policies.

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e. NASA considers all work requested by SRS users important. However, some tasks are considered critical based on the possible grave outcome that will result from inadequate performance. These critical services are defined as work, which if not successfully performed, will:

- (1) Negatively impact national security or public welfare,
- (2) Create a significant threat to the life or health of personnel,
- (3) Place assets in excess of \$1,000,000 in value at immediate risk of loss, or
- (4) Result in other grave outcome.

NASA, therefore, will not provide critical services until a formal Risk Assessment Plan and Implementation Plan are developed by the performing contractor and accepted by the requester. Any NASA support contractor providing critical services will ensure that the appropriate NASA Contracting Officer's Technical Representative (COTR) is aware of the existence of the service being performed. Critical work will receive special management emphasis from the performing contractor to ensure the work is successfully accomplished.

f. Materials and services will be delivered based solely upon the written content of the work request. In no instance will work be performed other than that specified by the work request, or beyond the specified funding limit of the request.

g. Based upon appropriation law, NASA/SSC will not initiate support services for reimbursable customers until the requester has registered a funding authorization with the NASA/SSC Chief Financial Officer in a sufficient dollar amount to cover the anticipated cost of the materials and/or service. Procedures for registering funding authority are contained in FMM 9640.

h. NASA/SSC does not warrant or guarantee the acceptability of any material and/or service to the requester. The requester is responsible for all costs incurred by NASA/SSC on the part of the request, regardless of the requester's opinion concerning acceptability of materials and/or work performed. NASA/SSC uses its best effort to assure services are performed in an economical manner consistent with the technical and schedule requirements provided by the requester.

i. NASA/SSC is concerned about the quality of the work performed. Comments, positive or negative, should be forwarded to the appropriate NASA COTR. The Work Order Function (WOF) Unit should be contacted for the appropriate COTR.

j. All materials and services delivered through the SRS are delivered under agreement between NASA/SSC and the requester only. There exists no contractual or other binding relationship

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between the requester and the NASA support contractor. Any inquiries of a contractual nature on any NASA support services contract should be directed to the appropriate Contracting Officer.

k. After October 1, 2003 contractor-provided materials and services will be requested and processed only through the SRS using the following formats:

(1) Stennis Work Request (SWR, SSC Form 704): Used for support services consisting primarily of labor. Supplies and materials will be provided only by SWR when they are incidental to the basic labor task.

(2) Material Request (MR, SSC Form 21): Used for the procurement of materials, supplies, and minor service subcontracts. Materials, supplies, and minor service contracts are procured and delivered through the NASA Facility Operating Support contractor. However after receipt of an MR, NASA may elect to purchase the requested items as a NASA direct procurement. In such cases, if the MR is a NASA-originated procurement, it will be returned to the NASA originator for processing into the IFM requisition system. If it is a non-NASA procurement being handled by NASA for a reimbursable customer, it will be forwarded to the NASA Financial Management Division for input into the IFM requisition system.

## 2. APPLICABILITY

This document is applicable to all users requesting goods or services of NASA/SSC.

## 3. AUTHORITY

- a. 31 U.S.C. 1301 (a), Appropriation Integrity.
- b. 31 U.S.C. 1341 (a), Anti-Deficiency Act
- c. NASA Financial Management Manual (FMM), Chapter 9640.

## 4. REFERENCES

- a. SCWI-5100-0001, SSC Procedures for Initiating the Purchase of Supplies and Services.
- b. SWI-2800-0002, SSC Acquisition of Information Technology Services Procedure.
- c. Integrated Financial Management Program, Online Quick Reference (OLQR).

## 5. RESPONSIBILITY

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- a. The Center Operations Directorate is responsible for implementation of this policy and for operations of the SSC Work Ordering Function.
- b. The Business Management Directorate is responsible for maintaining the SSC list of authorized SWR and MR users.
- c. Requesters are responsible for:
  - (1) Identifying authorized requesters to the NASA Business Management Directorate, Acquisition Management Officer, together with authorized dollar limitation for SWR's and/or MR's.
  - (2) After October 1, 2003, SWR's and MR's will be accepted only through the computerized SRS, unless exceptions are approved on a case-by-case basis by the WOF.
- d. The Work Ordering Function is responsible for:
  - (1) Managing and operating the SRS, including establishing and approving operating procedures and process, and the configuration control and automation of SRS functions.
  - (2) Determining if the requested materials and/or services will be provided by NASA/SSC as a NASA direct purchase, or by one of the NASA/SSC support contractors, or a combination of both based upon the request. In the event materials and/or services are to be provided by a NASA/SSC support contractor, the WOF will determine which contractor will respond to the requirements.
  - (3) Ensuring that proper requesting and authorizing approvals are included on each SWR and/or MR and ensuring confirmation of funds availability.
- e. The COTR's are responsible for ensuring that NASA/SSC senior management is notified of critical work performed by the support contractors.

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## 6. CANCELLATION

SPD 8530.1E, Policy & Procedures for Ordering of Materials and Support Services at Stennis Space Center, dated March 24, 1997.

SSC Form 132, Equipment Request

*Signature on file*

*T. Q. Donaldson V, RDML USN (Ret)*  
Director

## DISTRIBUTION

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